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RMS

Reports - 1
July -

25 July 1958

Chief, Management Staff

Acting Chief, Records Management Staff

Weekly Report for Week Ending 23 July 1958

1. Contributions

a. Tangible

(1) Completed installation of subject-numeric files and other improvements in the Specialized Recruitment Branch, Office of Personnel. Case files for recruitment lead sources, colleges and universities were consolidated and filing equipment valued at $1,267 was returned to stock.

(2) Approved and designed eight new forms.

(3) Received 197 cu. ft. of inactive records at the Records Center from eight offices, and disposed of 32 cu. ft. The average weekly ratio of receipts to disposition since 1 January is 196 : 194.

b. Intangible

25X1A2g

(1) Dev[redacted] 85 relocation personnel were briefed on the VM and Records Center programs, 69 requests for withdrawal of vital materials were handled, and nine Operating Offices and MSC reviewed their VM deposits which will improve deposits for six of these offices. An evaluation of the exercise was prepared for the HD/S's senior representative. As in the past, the alert was very beneficial to the VM Program.

(2) Completed initial screening of the forms originally listed for overseas use. Ninety-four were deleted from the list and 49 added for a new total of 394 forms. Of these, 260 could be reproduced and stocked overseas. Also established a new category, SHIP IV, for forms to be shipped according the methods of [redacted]

25X1C4a

[redacted]

25X1C4a

(3) Evaluated three Employee Suggestions.

(4) Completed assisting Suggestions Awards Staff with revising its subject index of suggestions. The revised index virtually eliminates ambiguity and interpretation [illegible]

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2. Assignments - Active

a. Forms in Process - Twelve new and 14 revised forms are under review.

b. Forms Management Survey, Printing Services Division - Designed three additional forms.

25X1C4a c. Reduction in [redacted] requirements for Forms (See "Contributions - Intangible").

d. Revision of Travel Order Form - Received comments from the Comptroller. Coordination with DD/P should follow shortly.

e. Revision of Chain Envelope and Courier Receipt.

f. Audit and revision of Records Control Schedules.

(1) Office of Training

(2) General Counsel

(3) OSI - Schedules are being reviewed and OSI's disposition program audited for effectiveness of the general-type schedule adopted on a trial basis last year.

g. Subject-Numeric Files Installations, Personnel Procurement Division - See "Contributions - Tangible".

h. Shelf File Installations

(1) Medical Staff.

(2) Acquisitions Branch Library/OCR.

(3) Map Library Division/OCR.

(4) OP Official Personnel and Applicant Files.

i. File Clean-Up Campaign - Assisting OCR with plans for a pilot campaign. Staff study for Agency campaign nearing completion.

j. VE Program - See "Contributions - Intangible".

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3. Assignments - Inactive

a. OSI Subject-Numeric Files Installations.

b. Logistics Security Staff Card Index.

c. Budget Office/OC Survey.

d. Machine Records Division Files Survey.

e. Document Division Sorting Rack.

4. News

a. Relocation of DD/P records at the Records Center began 22 July.

b. We are currently assisting two new Area Records Officers with their work. They are Mrs. [redacted] Office of Personnel, and Mrs. [redacted] Office of National Estimates. 25X1A9a

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Mgt/R/RMS/[redacted] fjm (25 July 1958)

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